

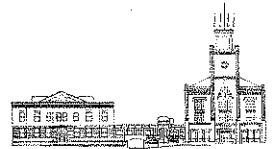


Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memo

To: Members of the Board of Mayor and Aldermen

From: Robert S MacKenzie *RS*
Director of Planning & Community Development

Date: November 9, 2006

Subject: Training Sessions and CTAP Informational Briefing

With the planning for the widening of I-93, the State has established a CTAP (Community Technical Assistance Program) and funded \$3,500,000 to help communities plan for the expected growth from the widening. CTAP will be holding an Informational Briefing for Manchester officials to explain what the first year program will be. The Southern New Hampshire Planning Commission will be hosting this meeting and all Aldermen and members of the City's land use Boards are invited. I have attached a summary of the program.

CTAP Informational Briefing
Wednesday November 29, 2006
6:00 PM
Aldermanic Chambers
City Hall

Please feel free to contact our office if you have any questions.

C: David Preece

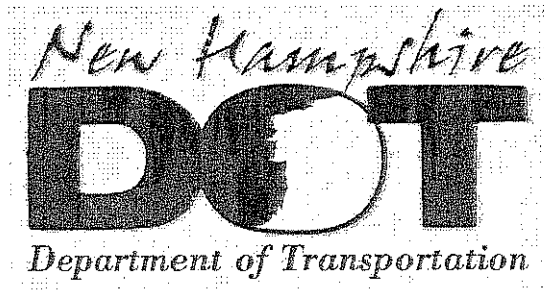
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INFORMATIONAL ONLY



Summary Descriptions of CTAP Year One Programs

*CTAP Year One Roll Out Meeting
September 28, 2006*



Content was developed by the CTAP Steering Committee and Theme Working Groups. This document was prepared by the Antioch New England Institute of Antioch University New England under contract with Clough Harbour and Associates L.L.P.

Summary of CTAP Year One Budget

Public Awareness (Outreach)	\$35,000
Major Programs: External Communications Plan	
Training (Education for Local Officials and Constituency Groups)	\$53,000
Major Programs: Fall Training Conference	
Local Government Cluster Workshops	
Conservation Commission Institute	
Technical Assistance – Direct	\$520,000
Major Programs: Local Government Discretionary Accounts	
Connecting Transportation Planning and Land Use	
Local Open Space & Conservation Planning	
Economic Strategic Planning Inventories	
Technical Assistance – Tools, Models, Resources & Analysis	\$355,000
Major Programs: Enhanced GIS-based Information	
Community Planning Assessments	
GIS Buildout Analysis and Alternatives	
Natural Services Network and Open Space Protection Research	
Regional Cooperative Initiatives & Pilot Programs	\$60,000
Major Programs: Regional Grant Writing Assistance	
Regional Cooperative Initiatives & Pilot Programs	
-Program Pending Approval	
Total Year One Budget	\$1,023,000

Public Awareness (Outreach)

\$35,000

Major Programs:

External Communications Plan: *This program is considered a fundamental building block activity and must take place early in year one.* The goal of this program is to develop an effective communication approach for CTAP and CTAP messages. This project will also include initial implementation of the developed plan. There are several points that any proposed communication plan must address. These points will include general Smart Growth fundamentals (e.g. the connection between land use and transportation planning; concepts of healthy communities). Other topics have been specifically identified by the summer 2006 working groups and will need to be incorporated into any proposed plan. These points are located in the Year One Program Matrix section of this document. The expected start date is January 2007 with the plan being developed and implementation beginning by March 2007. The implementation phase of this program will extend for the duration of CTAP. This program will be run as a Bid-RFP process for a set amount of \$35,000.

Training (Education for Local Officials and Constituency Groups) \$53,000

Major Programs:

Fall Training Conference: This program will be supported with leveraged funds and will be primarily planned via the New Hampshire Office of Energy and Planning. The training will take place in a conference format workshop for Local Government officials. Local Governments will be offered up to ten spaces for local officials to attend (select boards, planning board, zoning board, conservation commission, and school committee). Topics have been selected through a survey to local governments and will include the following topics also identified via the summer 2006 working groups as priority areas for education to local officials: impact fees; capital improvement plans (CIPs); transit-oriented development; and open space plans based on Natural Services Network and Natural Resource Inventories. This program will take place on December 2, 2006, and planning is already underway.

Local Government Cluster Workshops: The goal of this program is to provide tailored training to Local Governments in specific areas identified by the summer 2006 working groups. The summer working groups determined that different approaches to training would be necessary to sufficiently improve the working knowledge of local government officials and in order to improve knowledge in all towns to reach a similar level. Additional objectives of this program are to build social capital and to encourage regional cooperation. Workshops will be comprised of 3-4 towns and representatives from all local government boards will be invited to attend (Selectmen, Planning Commission, Conservation Commission, ZBA, and possible the School Board). There will be roughly two workshops per cluster for a total of fourteen workshops. Workshop topics will be selected based on

Summary of CTAP Year One Programs – Updated 9/26/2006

the interests and needs expressed by communities during the CTAP strategic planning process, the educational needs identified by the 2006 summer workgroups, and input from the cluster workshop participants. A list of potential topics is located in the Year One Program Matrix section of this document. The organizer of this program is expected to work with local planners to provide good and bad subject matter for workshops. Towns will also be consulted to determine their "best-fit" neighbors. This program will be run by a state agency or a contract negotiated by the New Hampshire Department of Transportation and will include leveraged support from partner. It is expected that this program will begin in March 2007 and that the cluster meetings will continue until all meetings are completed. This program may be continued in year two. The total allotted budget is \$28,000.

Conservation Commission Institute: The goal of the Conservation Commission Institute is to provide ongoing education and training support to conservation commissions in the 26 community corridor. The institute will constitute a year long, ongoing, regional, training series directed towards conservation commissions. This program may rollover from year to year and is expected to serve as the foundation for Regional Conservation Roundtables, which was identified as a year two priority. This will be four evening meetings spaced quarterly throughout the year. Cost of the program includes development of each training meeting and printed materials. This program may dovetail with existing groups in the Central and Nashua Regions. Specific topics identified by the summer 2006 working groups are located in the Year One Program Matrix section of this document. This program will be run by a state agency or a contract negotiated by the New Hampshire Department of Transportation and will include leveraged support from partner. It is expected that this program will begin in April 2007. The total allotted budget is \$25,000.

Technical Assistance – Direct

\$520,000

Major Programs:

Local Government Discretionary Accounts: *This program is considered a fundamental building block activity and must take place early in year one.* The discretionary accounts are designed to provide support to towns that is not covered under the other Year One Programs. These funds will be managed by the Regional Planning Commissions. They will provide guidance to towns, as necessary, in deciding how funds may be spent. The RPCs will either provide the services to communities or contract the request to appropriate vendors. The funds may be spent on a wide variety of items consistent with the CTAP directive and goals. A number of examples developed by the summer 2006 working groups are provided in the Year One Program Matrix section of this document. The funds in this account will rollover and do not have to be spent in the first year. It is expected that these funds will be available to towns in January 2007. Preliminary application work may be done in December 2006. The allotted budget is \$15,000 per town for a total of \$390,000.

Summary of CTAP Year One Programs – Updated 9/26/2006

Connecting Transportation Planning and Land Use: This program will develop a plan to integrate transportation and land-use planning. Specific topics identified by the summer 2006 working groups are located in the Year One Program Matrix section of this document. This program will be initiated and run via the Regional Planning Commissions and may replicate existing protocols. It is expected to begin in May of 2007. This phase will be complete by September 2007. The allotted budget is \$20,000.

Local Open Space Planning: This program will assist towns in developing or updating local open space plans using a consistent approach and making use of new data and analysis. Specifically, the program will assist planning boards and conservation commissions to prepare or update local open space plans that incorporate new information (e.g. information on wildlife habitat from NH Fish and Game's analyses conducted as part of the NH Wildlife Action Plan; results from an analysis that included areas critical for protecting drinking water supplies, providing flood storage and control, and supporting viable wildlife populations; and local Natural Resource Inventories). This program also will encourage the integration of Open Space Plans into Master Plans. Although the goal is to provide this activity to all CTAP towns over the next two to three years, the first year budget assumes that about one-third of the towns in the region will begin this effort in year one. This program will occur in successive years until all communities are completed. This program will be managed via the Regional Planning Commissions who will prepare RFPs as appropriate. This program is expected to begin in May of 2007. The total allotted budget for this program is \$100,000.

Economic Strategic Planning Inventories: The goal of this program is to provide baseline data needed to 1) formulate a strategic plan for a sustainable regional economy and 2) develop strategic regional economic marketing. This project will seek to inventory working farms, farm products, and regional economic development plans. This program will also identify and inventory local and regional economic development corporations. The program will be managed by the Regional Planning Commissions and will likely employ the New Hampshire Department of Resources and Economic Development (DRED). It is expected that this program will begin in May of 2007. The total allotted budget for this part of the ongoing program is \$10,000.

Technical Assistance – Tools, Models, Resources & Analysis **\$355,000**

Major Programs:

Enhanced GIS-based Information: The long-term goal of this program is to improve or enhance the base level of GIS capabilities for all communities. In year one, this program will create an updated land-use GIS data layer based on 2005 aerial photography. This data layer is key input to other CTAP programs and will be used for a wide variety of local and regional planning efforts, including, for example, local master plans, transportation studies and corridor plans, and open space plans. The Regional Planning Commissions will be responsible for the delivery of this product. Additional leveraged funds will be incorporated. It is expected that work on this program will begin in January 2007. The allotted budget is \$130,000.

Community Assessments: *This program is considered a fundamental building block activity and must take place early in year one.* The goal of this program is to collect baseline information to help communities determine where they are on the planning curve. The results of these analyses will help communities determine how they will progress in the CTAP program. Specific assessment areas identified by the summer 2006 working groups are located in the Year One Program Matrix section of this document. This program will be run via the Regional Planning Commissions and a bid RFP process. It is expected that this program will begin in November 2006. The allotted budget is \$130,000.

GIS Buildout Analysis and Alternatives: The goal of this program is to provide all communities with build out alternatives. However, it is recognized that not all towns are ready for this program. The program will be based on compatible systems. The Regional Planning Commissions will develop the specifications for the program so that eventually buildout analyses may be considered regionally. This program will occur in successive years until all communities are completed. The RPC's will help determine which towns are best suited for this program in year one. It is expected that this program will begin in March 2007 and be ongoing in year two. The allotted budget is based \$70,000 for seven towns in the first year.

Natural Services Network and Open Space Protection Research: The goal of this program is to build upon and thus leverage the work already being completed by The Jordan Institute by supporting the completion of the Natural Services Network (NSN). The program will research zoning, regulatory, and voluntary techniques to promote the protection of the NSN. This program will be run by a state agency or a contract negotiated by the New Hampshire Department of Transportation and will include leveraged support from partner (not included in the allotted budget below). It is expected that this program will begin in April 2007 and be completed in September of 2007. The total allotted budget is \$25,000.

Regional Cooperative Initiatives & Pilot Programs

\$60,000

Major Programs:

Regional Grant Writing Assistance: This program will provide professional grant writing assistance to all CTAP communities. The program will provide up to fifty hours of professional grant writer service to each community. Communities may use this service to prepare proposals for non CTAP grants that support the overall goals and objectives identified through the CTAP strategic planning process. This program will also develop a database for CTAP related and available grants. The grant writer position will be filled via a RFQ process. The position will be filled by February 2007. The total allotted budget is \$60,000.

Regional Cooperative Initiatives & Pilot Programs: This program is still pending approval. The goal of this program is to foster the capacity of communities to work collaboratively and on a regional or sub-regional scale. An additional objective of this program is to provide communities an opportunity to access additional CTAP funds in order to address specific growth related needs not covered by other Year One Programs. All applications must be submitted through a local government and must represent a partnership between two (2) or more local governments. Additional partners are encouraged including, but not limited to, NGO's, state agencies, and private sector organizations. Projects must meet one or more of the broad categories indicated in "areas of assistance covered". Grant request can be made for up to 25K with the condition that not all funds will necessarily be distributed. All projects must represent original ideas and funds will not be allowed to duplicate existing work already underway. Specific ideas for proposals identified by the summer 2006 working groups are located in the Year One Program Matrix section of this document. This program will be administered via an RFP to Local Governments. All grant proposals will be considered by the Steering Committee as they are requested. This program will operate on an "as requested" basis. The total allotted budget has not been determined and may be deferred to year (or phase) two.